


## How to Sign Up for an Electronic Submission System (ESS) Login ID and Password:

1. Go to the following link: <https://apps.dep.wv.gov/eplogin.cfm> which will take you to the home page of the production environment of the WVDEP Electronic Submission System.
  - Select “Sign Up”

west virginia department of environmental protection

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### Electronic Submission System

#### News

Released	Office	Application
04/24/2014	System Name Change	Electronic Submission System (ESS) - As our ePermitting system has grown to include eDMR reporting and again recently for submission of other regulatory required documents, we have outgrown our original name. Please bear with us as we make the transition on our webpages.
12/05/2013	ePermitting and eDMR	System Maintenance from 6:00pm to 9:00pm. Please be sure to be out of both systems.
10/17/2013	ePermitting	The DAM application is now a part of the Surface Mine Application (SMA). Applications for Dam Certifications can now be submitted with the SMA. The Emergency Warning Plan (EWP) is also a part of this, but can also be submitted as a separate stand-alone application if necessary.
		If you are suddenly getting a sizable amount of emails that reports have been posted as of September 25, 2013.

Electronic Submission System (ESS) is the preparation, delivery, review, correction, approval, and publication of permit application data by using web-based technologies to integrate industry, regulators and the public with a common interface. Information requirements are the same as the paper counterparts.

**Account**

- Login
- Sign Up 

**Aboveground Storage Tanks (ASTs)**


- Do I need to register?
- Registration User's Guide

**ESS Guidance**

- Sign Up Guidance
- Security Guidance

2. The “Welcome To The Registration Process” page is displayed

- If you have previously obtained an ESS User ID for other program (NPDES, mining, Oil & Gas, etc.) exit out of the registration process and login with your existing ESS User ID
- If not, select “No” in the “Do you already have a user login:” drop down • Click “Continue”



## user login request

### Welcome To The Registration Process

**NOTE:** You do not have to be signed up to access the Public Query.

The registration process gives you, the user the ability to gain access to the program of your choice. Whether you are a current user wanting to gain access to another program or a new user to the system, just answer the questions for registration. Click on [\(Need help?\)](#), below to better determine how to proceed with the user login process.

Before proceeding, you need to know whether you are requesting a login ID as a “Security Administrator” or not. A **Security Administrator** is an individual from an organization/company that is in charge of a principle business function or who performs similar policy or decision making functions with the authority to sign documents for that organization/company, and also has the authority to authorize existing WV DEP Electronic Submission System (ESS) customers to prepare and review electronic document submittals on behalf of the organization/company.

The **Security Administrator must write a letter on company letterhead** detailing who will have Security Administrator rights within DEP’s Electronic Submission System (ESS) for the organization/company ([Click here for Sample letter](#)). The letter must be signed by an authorized company official and attached within the Sign Up process. For more detailed instructions and information, please read the “Sign Up Guidance” and “Security Guidance” located on the main Electronic Submission System page.

The company official appointed as **Security Agent** is in charge of authorizing existing WV DEP Electronic Submission System (ESS) customers to prepare and review electronic document submittals on behalf of the organization/company. This individual will be responsible for not only adding users, but will also be responsible for changing security settings and deactivating users when needed. The Security Agent must be someone with the company.

If you are requesting a user login ID so you can **complete work on behalf of a company or companies**, and are not the company’s Security Administrator or Agent, please continue completing this registration. Once registered, contact the company’s Security Administrator or Agent to be granted appropriate access to that company in ESS. You will have the same user login ID, regardless of whether you work for one or multiple companies.


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Do you already have a user login:  [\(Need help?\)](#)

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3. Fill out the registration information page:

- Enter your name (last name first), organization (if any), address, and contact information. Ensure your email address is correct so that you can receive your login ID and Password.
- The Secret Question and Secret Answer can be used if you forget your password
- Security Administrator: If you are a Security Administrator for your organization, you must also attach an Authorization Letter to be granted rights during the sign up process. For more information, click the “Security Administrator” hyperlink and “Sample” hyperlink for a letter template
- Click “Continue” when you are sure the information is correct and click “OK” to confirm



## user login request

### Begin The Registration Process

Not a registered user yet? Just provide us with the following information in the form below.

Last Name:	<input type="text"/>
First Name and Middle name:	<input type="text"/>
Company/Organization (or N/A):	<input type="text"/>
Address:	<input type="text"/>
	<input type="text"/>
City:	<input type="text"/>
State:	West Virginia <input type="button" value="v"/>
Zip Code:	<input type="text"/> - <input type="text"/>
Telephone:	<input type="text"/> <input type="text"/> <input type="text"/> Ext: <input type="text"/>
Email Address:	<input type="text"/>
Please select one DEP office (this will not limit you to this office).	<input type="button" value="v"/> For Aboveground Storage Tanks, select Waste Management (OWMS)
Which type of documents will you be submitting through ESS initially, i.e. mining or water permit application, AST registration, eDMR? <div><input type="text"/></div>	
Are you the <u>Security Administrator</u> for this Organization/Company?	Yes <input type="button" value="v"/> ←
If yes, attach Authorization Letter here <u>[Sample]</u> :	<input type="text"/> <input type="button" value="Browse..."/>
Secret Question:	<input type="text"/>
Secret Answer:	<input type="text"/>

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4. Finish Registration:

- Review the program preference check-boxes that appear
- Select the correct one(s) and then click “Continue”



**Continue The Registration Process**

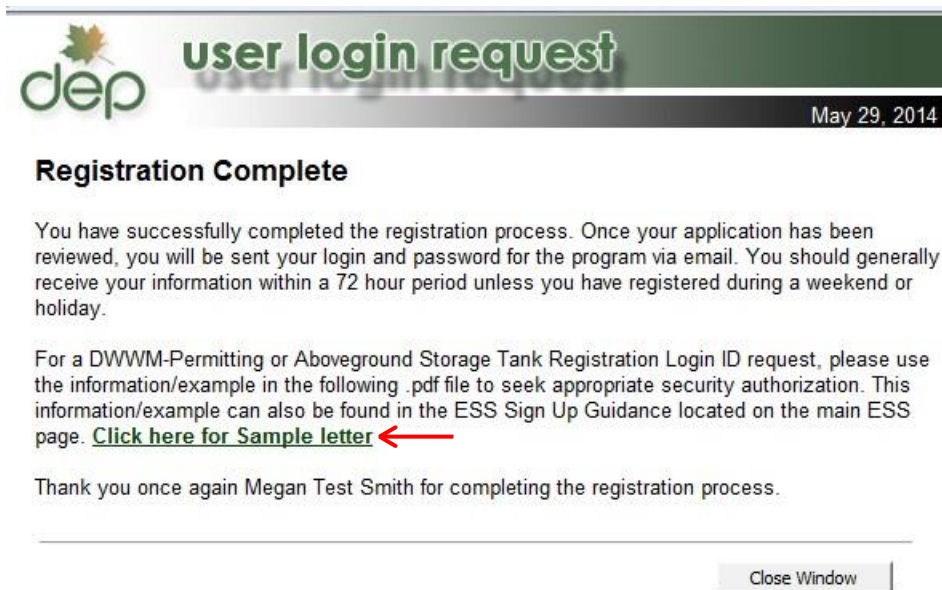
Please select the item below that indicates your program preference. Once your selection is made, click continue to complete registration.

→ ☒ ePermitting, eDMR or Aboveground Storage Tank Registration

Quit Registration      << Back Up      Continue >> ←

5. Ensure you see the “Registration Complete” page to verify your information was submitted

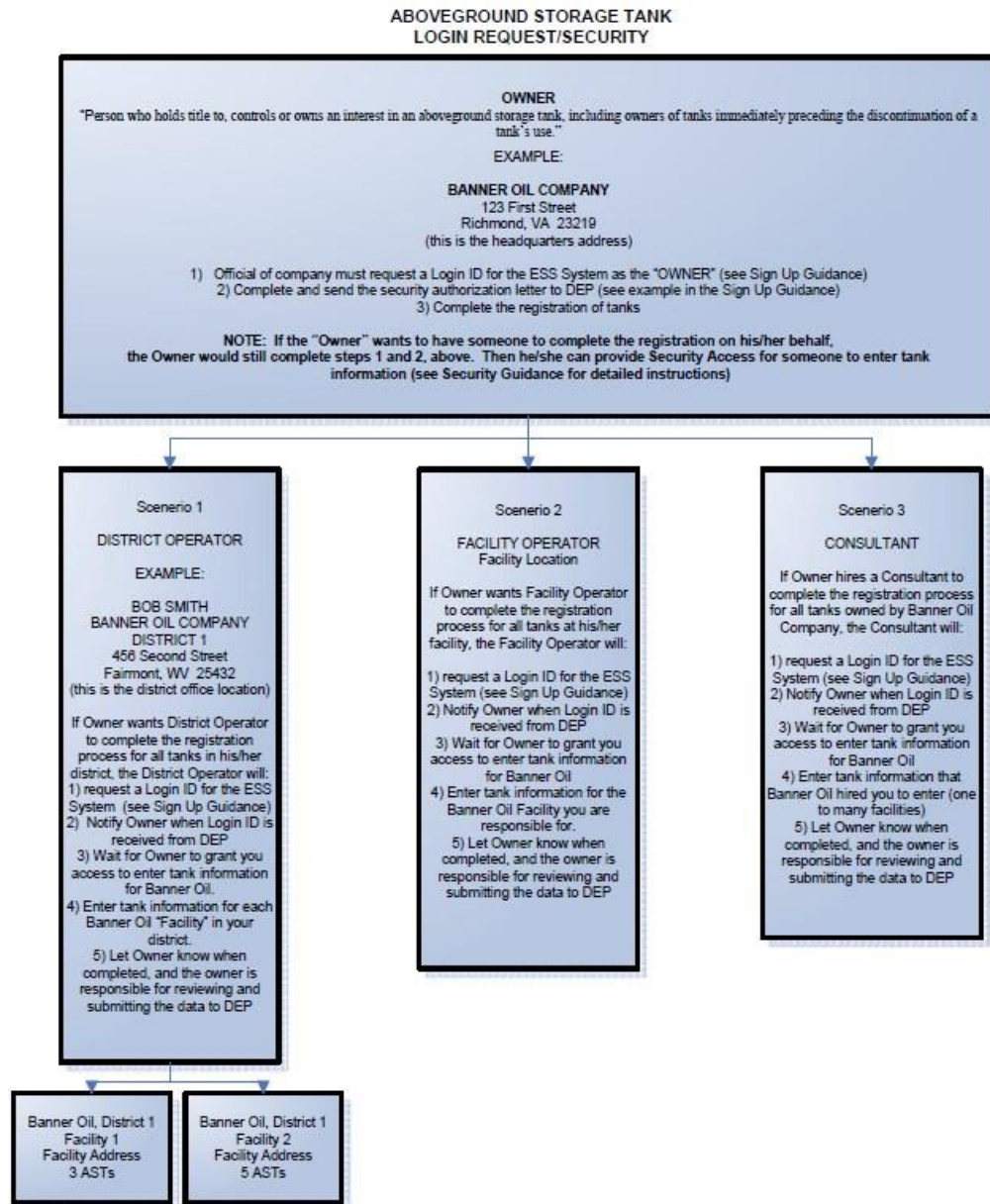
NOTE: If you will be the authorized security agent for your organization/applicant, you **MUST** submit a Security Authorization letter to [Pamela.S.Houston@wv.gov](mailto:Pamela.S.Houston@wv.gov) before your login ID request can be processed. For more information, click the “Click here for Sample Letter” link and review the ESS Security Guidance for more information. See the final page of this guide for an example of who should sign up for a login and who needs to submit the Security Authorization letter within an organization.



If you have any questions related to the ESS Sign Up process contact Pam Houston at [Pamela.S.Houston@wv.gov](mailto:Pamela.S.Houston@wv.gov) or (304)926-0499 ext. 1574.



## Organization Structures and ESS Roles



Only the owner in the example above would need to send a Security Authorization letter to establish themselves as the Security Agent for their organization. In this case, the owner would be the individual from the headquarters office that ensures the tank registrations are completed.

Then others such as the district operator, facility operator, or consultants could apply for an ESS Login as well and the Security Agent can assign them rights to work on various ESS activities for the organization. For more information, see the "ESS Security Guidance" document.